

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 04-04****TO: All CDBG Eligible Jurisdictions and CDBG Interested Parties****DATE: March 22, 2004****SUBJECT: 2004-05 Economic Development Allocation
Over-The-Counter and Enterprise Fund Application Workshops****Purpose of this memo:**

This memo is an invitation to all eligible jurisdictions and interested parties to attend the 2004-05 Community Development Block Grant (CDBG) Economic Development Over the Counter and Enterprise Fund application workshops. The dates, locations and agenda for the six workshop sessions are shown on the following pages.

Workshop contents

These workshops provide information to eligible jurisdictions and interested parties about the availability of funds and how to prepare the application package.

Who should attend?

These workshops are most important to those jurisdictions intending to submit an Economic Development Over the Counter and/or Enterprise Fund application in the FY 2004-05 funding round. Jurisdictions and interested parties should plan to attend the workshop in their region.

Travel to these workshops is an allowable CDBG expense under general administration.

EDBG Field Representatives from each region will be available for consultation at the workshops.

For further information:

Contact the CDBG-ED program Secretary at (916) 263-0484 or your ED Regional Representative.

The agenda, directions and location information will be posted on our website at

<http://www.hcd.ca.gov/ca/cdbg/>.

Schedule of Economic Development 2004-05 Enterprise Fund \ OTC Application Training

Date		Location
Tuesday, June 8	West Sacramento	Galleria Conference Room 1110 West Capitol Avenue West Sacramento, CA 95691
Tuesday, June 15	Eureka	Office of Education 901 Myrtle Ave, Sequoia Room A & B
Tuesday, June 17th	Weed	Lake Shastina Golf Resort 5925 Country Club Drive Weed, CA
Tuesday, June 22nd	Coachella	DACE Office 53990 Enterprise Way Coachella, CA 92236
Thursday, June 24th	Santa Barbara	County of Santa Barbara Board of Supervisor's Conference Room 4 th floor 105 East Anapamu Street Santa Barbara, CA 93101
Tuesday, June 29	Visalia	Tulare Workforce Investment Department 4025 West Noble St, Second floor Visalia, CA

For further information:

Please check our website <http://www.hcd.ca.gov/ca/cdbg/> or contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Field Representative.

2004-05
ENTERPRISE FUND \OTC APPLICATION TRAINING

West Sacramento

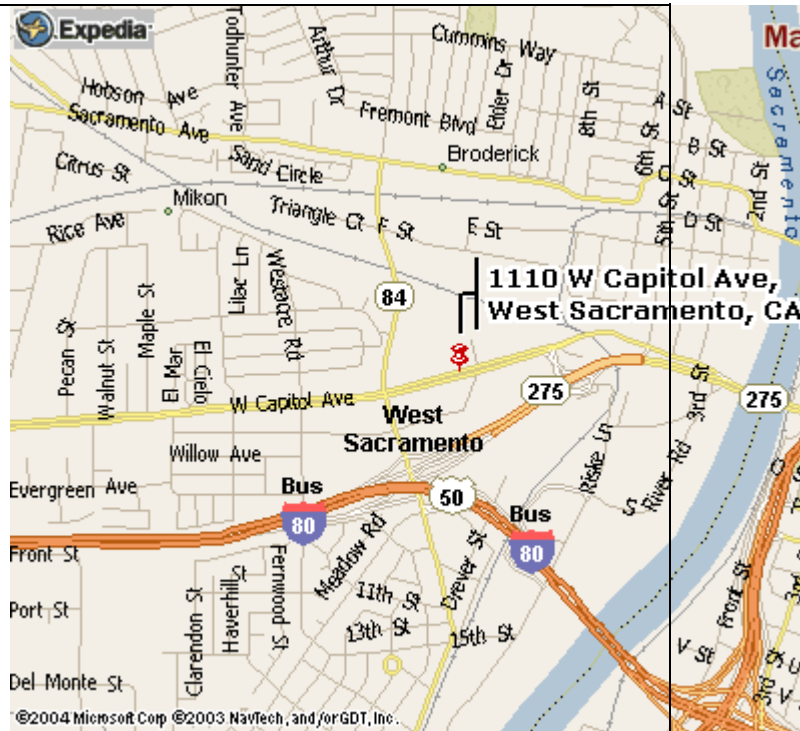
Tuesday, June 8, 2004

West Sacramento – Civic Center Galleria
1110 West Capitol Ave.
West Sacramento, CA 95691

Parking: Free parking available near building.

Facility Phone Number: (916) 617-4683

HCD Contact: Ursula Eilat (916) 263-0477



Eureka

Tuesday, June 15th, 2004

Office of Education
901 Myrtle Ave, Sequoia Room A & B
Eureka, CA

Parking: Free street and lot parking near the building.

Facility Phone Number: (707) 445-7000

HCD Contact: Ursula Eilat (916) 263-0477



Weed

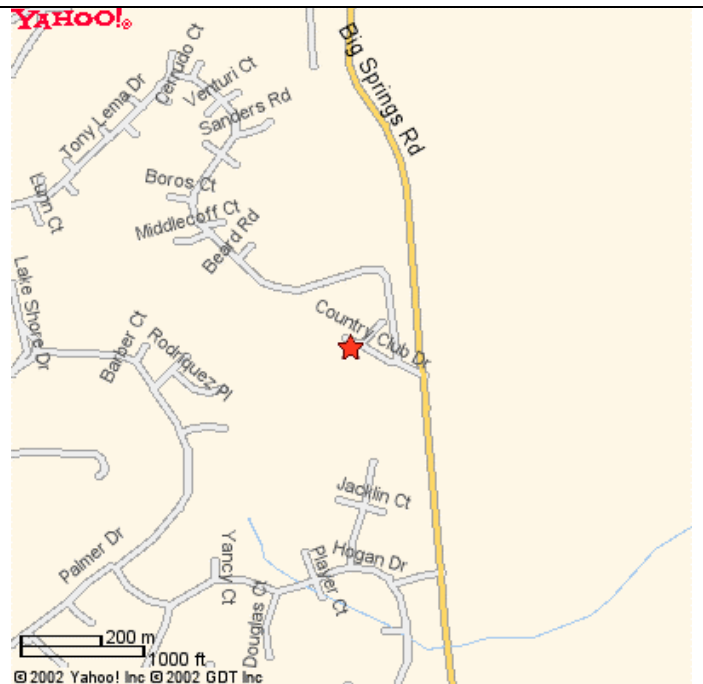
Tuesday, June 17th, 2004

Lake Shastina Golf Course
Whispering Winds Room
5925 Country Club Drive
Weed, CA

Parking: Free parking near building

Facility Phone: (530) 938-3201

HCD Contact: Ursula Eilat (916) 263-0477



Coachella

Tuesday, June 22, 2004

City of Coachella - DACE Office
53990 Enterprise Way
Coachella, CA 92236

Parking: Free parking available near building.

HCD Contact: Leticia Cortez (916) 263-0478



Santa Barbara

Tuesday, June 24th, 2004

County of Santa Barbara
Board of Supervisors Conf Room
105 East Anapamu Street
Santa Barbara, CA 93101

Parking: Free street and lot parking near the building.

Facility Phone: (707) 445-7000

HCD Contact: Leticia Cortez
(916) 263-0478



Visalia

Tuesday June 29, 2004

Tulare County WID
4025 W. Noble Street, Second Floor
Visalia, CA

Parking: Free, near building

Take Akers exit, West Noble is frontage road. WID is at the corner of West Noble and Chinowith across the street (east) from the Von's Shopping Center.

Facility Phone Number: (559) 713-5200

HCD Contact: Leticia Cortez
(916) 263-0471



ENTERPRISE FUND \ OVER THE COUNTER APPLICATION WORKSHOP AGENDA

8:30 a.m.

Registration

9:00 a.m.

Introductions

Over the Counter Application

9:15 a.m.

Application Preparation

- Application Submittal
- Review
- Funding Process

10:00 a.m.

Break

10:15 a.m.

Project Design

- Sample projects
- Questions and Answers

11:00 a.m.

Lunch on your own

Enterprise Fund Application

12:00 Noon

Overview of Application

- Application Summary Form
- Activity Description Form
- Business Assistance
- Microenterprise Assistance
- Resolutions
- Statements of Assurances

1:15 p.m.

Break

1:30 p.m.

Scoring

- Need for Program
- Local Capacity
- Program Effectiveness

3:00 p.m.

Questions/ Answers

3:45 p.m.

Evaluation/ Adjournment